



## **CareerSafe/OSHA 10 Hour Ordering Instructions**

### **This is a NEW 2014-15 process**

In an effort to enhance Safety training in CTE programs the CareerSafe/OSHA 10 hour Safety Training will again be offered in limited quantities this school year.

- Provided through funding by the North Dakota Department of Career & Technical Education the CareerSafe/OSHA 10 hour safety training program is being offered for the school year of 2014-15.
- The purpose of this ND CTE safety training initiative is to offer Industry certified safety training to students who will or may directly impact the industries TIT&H programs currently support.
- 12<sup>th</sup> grade students who are currently enrolled in a TIT&H program have first priority in the limited number of CareerSafe training vouchers available.
- **UPDATED – November 2014**
- There are still a number of vouchers available. If you feel this online program will further enhance your current safety training program additional vouchers may be available to be used by students in addition to seniors.
- To check on availability:
  - Send a written statement explaining how you would use this training program to enhance your current safety training program to: [cmolter@nd.gov](mailto:cmolter@nd.gov).
  - Complete the online form (below) to include student names and state ID numbers.
  - Upon receipt and review of your response and your submitted online form
    - Voucher numbers will be sent directly to the Instructor of the program.

#### **To order these Vouchers complete the Order Form and the Following:**

- **[CLICK HERE FOR ORDER FORM.](#)**
- **COMPLETE THE CONTACT INFORMATION IN THE TOP OF THE FROM**
- **LIST EACH STUDENT'S NAME AND 10 DIGIT STATE STUDENT ID NUMBER**
  - (THIS IS THE ID NUMBER THAT EVERY STUDENT IN ND HAS BEEN ISSUED)
- **FAX OR EMAIL THIS FORM TO [CMOLTER@ND.GOV](mailto:CMOLTER@ND.GOV)**

**CAREERSAFE/OSHA 10 HOUR VOUCHER NUMBERS WILL BE EMAILED DIRECTLY BACK TO THE INSTRUCTOR. THESE VOUCHER NUMBERS WILL THEN NEED TO BE GIVEN, ONE PER STUDENT LISTED.**

**TO REDEEM THE VOUCHER NUMBERS:**

Follow this step-by-step process for redeeming the voucher numbers in the online CareerSafe Campus:

Navigate to: <http://campus.careersafeonline.com>

**New Users:**

2. Click on Don't Have An Account link
3. Enter in your email, name as you would like it to appear on your course completion information, and your voucher number
4. Complete the security information on your account
5. You are now enrolled and can begin your course from your campus homepage